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4th Quarter  
Edition



CCE, COMMAND SUPPORT DIVISION

*Safety Awareness*

# Identity Theft

[www.consumer.gov/idtheft](http://www.consumer.gov/idtheft)

Can you prevent identity theft from occurring?

According to the Federal Trade Commission (FTC), you can minimize your risk by managing your personal information cautiously and with heightened sensitivity.

Skilled identity thieves rummage through your trash, or the trash of businesses or dumps in a practice known as "dumpster diving." - They steal credit and debit card numbers as your card is processed by using special information storage device in a practice known as "skimming." - They steal mail. - They complete a "change of address form" to divert your mail to another location. - They scam information from you by posing as a legitimate business person or government official.

Once identity thieves have your personal information they may go on spending sprees using your credit and debit card account numbers to buy "big ticket" items. - Open a new credit card account, using your name, date of birth and SSN. - Change the mailing address on your credit card account. - Take out auto loans in your name. - Establish phone or wireless service. - Counterfeit checks or debit cards and drain your bank account. - Open a bank account in your name and write bad checks. - File for

bankruptcy under your name to avoid paying debts they've incurred. - Give your name to the police during an arrest. If they are released and don't show up for their court date, an arrest warrant could be issued in your name.

Monitor the balances of your financial accounts. Look for unexplained charges or withdrawals. Other indications of identity theft can be: failing to receive bills or other mail, receiving credit cards for which you did not apply for, denial of credit for no apparent reason, or receiving calls from debt collectors or companies about merchandise or services you did not buy.

Ask about information security procedures in your workplace. Find out who has access to your personal information and verify that your records are kept in a secure location. Ask about disposal procedures for those records as well.



Don't give out personal information on the phone, through the mail, or over the Internet unless you've initiated the contact. Identity thieves can be skilled liars and may pose as representatives of banks, Internet service providers, or even government agencies to get you to reveal information. Double check by calling customer service using the numbers on your account statement.

Deposit outgoing mail in post office collection boxes or at your local post office.

Keep your Social Security card in a secure place and give your SSN only when absolutely necessary. Ask to use other types of identifiers when possible.

Keep your purse or wallet in a safe place at work.

Limited the identification information and the number of credit and debit cards that you carry to what you actually need.

Update your virus protection software regularly. Computer viruses can have damaging effects, including introducing program codes that causes your computer to send out files or other stored information.

Don't download files from strangers or click on hyperlinks from people you don't know.

Use a secure browser.

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## January - March Observances

- National Stalking Awareness Month - January
- National Child Passenger Safety Awareness Week - February
- National Brain Injury Awareness Month - March
- National Poison Prevention Week - March



# Metro & You



- Being prepared is the best help in an emergency.
- Being prepared and ready to act often keeps small problems from becoming big ones
- Emergency or not, knowing that you're ready gives you peace of mind.



<http://www.wmata.com/riding/safety/evac.swf>

**Familiarize yourself with Metrorail, Metrobus, and other transport.**

Keep your options open and be ready to adapt.

Prepare for evacuation by making a plan:

- Carry phone numbers of family and neighbors: work, home, school and cell.
- Make sure they have your contact information.
- Have an out-of-town contact who can relay messages between you and your family.
- Set up a central meeting place for you and your family.
- Take time now to plan alternate routes and means of travel to your destination.

## Metrorail

The Passenger Information Displays located throughout the Metro System provide up-to-date information in an emergency.

The station manager will also provide emergency instructions.

In an emergency, listen to the train operator's instructions. If necessary, call

the train operator using the intercom located at either end of each car.

Let the train operator know if any people with disabilities are present. The train operator will tell you if it is necessary to evacuate and how to proceed.

The doors at the ends of each car can be used to move to another car in an emergency. Do not open doors unless instructed to do so.

Evacuations in tunnels: Step carefully to walkway. **Do not touch any part of the train or track.** There may be a gap between the doorway and the walkway. In tunnels, there is an Emergency Trip Station (ETS) every 800 feet. These stations are marked with a blue light and a call box.

## Metrobus

Always follow the bus operator's instructions.

After the bus stops, windows serve as emergency escapes. Red levers release the window.

The hatch in the ceiling is also an emergency escape.

Metro's website also provides links to the sites of other regional transit providers.

There are multiple ways to reach a destination via Metrorail and Metrobus. To plan ahead use the RideGuide online at [metroopensdoors.com](http://metroopensdoors.com) or use the voice activated RideGuide at 202-637-7000.

The online RideGuide **will not** be accurate if an emergency disrupts service.

During an evacuation, check Metro's website for service status or call the RideGuide telephone number. You can also register for eAlerts on Metro's website.

**As you ride Metro, remember that you are not alone.**

**There are over 10,000 Metro employees looking out for the safety of their customers like YOU!**



# OSHA FACT SHEET: CARBON MONOXIDE POISONING

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## What is carbon monoxide?

Carbon monoxide (CO) is a poisonous, colorless, odorless, and tasteless gas. CO is often mixed with other gases that do not have an odor.

CO is a common industrial hazard resulting from the incomplete burning of natural gas and any other material containing carbon such as gasoline, kerosene, oil, propane, coal or wood. Blast furnaces and coke ovens produce CO, but one of the most common sources of exposure in the workplace is the internal combustion engine.

## How does CO harm you?

Carbon monoxide is harmful when breathed because it displaces oxygen in the blood and deprives the heart, brain, and other vital organs of oxygen. Large amounts of CO can overcome you in minutes without warning—causing you to lose consciousness and suffocate. Other symptoms of CO may include: headache, fatigue, dizziness, vomiting, confusion, drowsiness, or nausea. Sudden chest pains may occur in people with angina. Symptoms vary widely from person to person.

## Who is at risk?

CO poisoning may occur sooner in those most susceptible - young children, elderly people, people with lung and/or heart disease, people at high altitudes, or those who already have elevated CO blood levels, such as smokers. CO poisoning poses a special risk to fetuses.

You may be exposed to harmful levels of CO in boiler rooms, breweries, warehouses, petroleum refineries, pulp and paper production, and steel production; around docks, blast furnaces, or coke ovens in one of the following occupations: Welder, Garage Mechanic, Firefighter, Longshore Worker, Diesel Engine Operator, Forklift Operator, Toll Booth or Tunnel Attendant, Customs Inspector, Police Officer, Taxi Driver, Marine Terminal Operator, and Metal Oxide Reducer.

## What can employees do to help prevent CO poisoning?

Employees should do the following to reduce the chances of CO poisoning in the workplace:

- Report any situation to your employer that might cause CO to accumulate.
- Be alert to ventilation problems—especially in enclosed areas where gases of burning fuels may be released.
- Report promptly complaints of dizziness, drowsiness, or nausea.
- Avoid overexertion if you suspect CO poisoning and leave the contaminated area.
- Tell your doctor that you may have been exposed to CO if you get sick.
- Avoid the use of gas-powered engines, such as those in powered washers as well as heaters and forklifts, while working in enclosed spaces.

## How can you get more information on safety and health?

OSHA has various publications, standards, technical assistance, and compliance tools and they offer extensive assistance through workplace consultation, voluntary protection programs, grants, strategic partnerships, state plans, training and education.

For a free copy of OSHA publications, send a self-addressed mailing labels to OSHA Publications Office, P.O. Box 37535, Washington, DC 20013-7535; or send a request by fax at 202-693-2498 or call at 202-693-1888.

To file a complaint by phone, report an emergency, or get OSHA advice, assistance, or products call toll-free at 1-800-321-OSHA (6742).



## Service is What Counts

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## Who's Not Buckled Up?



**Who doesn't buckle up? One population group with traditionally low seat belt use is rural male pickup truck drivers. Surveys show that belt use in rural areas is lower than in urban areas, and especially among occupants of pickup truck drivers. Getting these drivers to buckle up has been a challenge, especially in those states which have seat belt laws including exemptions for pickup truck occupants.**

**Seat belt use is a public health issue that should be of special concern to the African American community. African Americans are less likely to use seat belts than the general population and are at greater risk.**

- \* **A recent survey showed that African Americans visited emergency rooms because of motor vehicle crashes at a higher rate than other groups.**
- \* **Motor vehicle crashes are the leading cause of death for black males through the age of 14 and the second leading cause of death between the ages of 15 and 26.**

**The Hispanic populations is growing seven times faster than the U.S. as a whole. The nonuse or misuse of seat belts among this populations is emerging as a significant public health issue.**

- \* **Motor vehicles crashes is the leading cause of death for Hispanics through the age of 24 and are the second leading cause of death for ages 25 to 44 and the third leading cause of death for Hispanics of all ages.**
- \* **A recent survey indicated that minority children (including Hispanic children) were more likely to be improperly placed in infant safety seats.**

**Tragically, teenagers have high death rates - both as drivers and as passengers. Young drivers are one of the groups with the lowest safety belts use rates. The belt use rate for 16 to 24 year olds in 1996 was 49.5 percent, compared to the national average of 68 percent. Motor vehicle crashes are the leading cause of death for teenagers; 15 to 19 year olds have not only one of the**

**highest death rates for drivers, but also for their passengers, many of whom are also teenagers. Fatal crash motor vehicle statistics show a rise in the death rate of motor vehicle passengers which begins at the age of 13.**

- \* **A solid group of "all of the time" users: 61 percent of drivers say it has been more than a year since they last didn't wear a seat belt.**
- \* **An earlier study indicated that a teen's seating position seemed to often be related to belt use. Students from rural schools were less likely to wear safety belts while riding in the front seat of vehicle.**

**For more information on this study, see NTSA's Traffic Tech Number 177.**

**In writing to the Office of Research & Traffic Records, NHTSA, NTS-31, 400 Seventh Street SW, Washington, DC 20590 or by sending a fax to 202-366-7096.**

